

**CHARTER TOWNSHIP OF DELTA**  
Public Meeting Room A  
Delta Township Administration Building  
7710 West Saginaw Highway  
Lansing MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR  
MONDAY, OCTOBER 1, 2012**

**I. CALL TO ORDER**

Supervisor Ken Fletcher called the meeting to order at 6:00 p.m.

**II. OPENING CEREMONIES – Pledge of Allegiance**

**III. ROLL CALL**

Members Present: Supervisor Ken Fletcher, Clerk Mary Clark, Treasurer Howard Pizzo, and Trustees Cara Dobie, and Jeff Hicks

Members Absent: Trustees Jan Cunningham and Barb Poma

Others Present: Community Development Director Mark Graham, Finance Director Jeff Anderson, Fire Chief John Clark, Utilities Director Tom Morrissey, Township Manager Richard Watkins, and Deputy Manager Jenny Roberts

TRUSTEE HICKS MOVED THAT TRUSTEES CUNNINGHAM AND POMA BE EXCUSED. TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 5-0.

**IV. PRESENTATIONS AND PROCLAMATIONS**

**V. SET/ADJUST AGENDA**

TREASURER PIZZO MOVED THAT THE AGENDA BE APPROVED AS PRESENTED.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 5-0.

**VI. PUBLIC HEARINGS - None**

**VII. COMMUNICATIONS - None**

**VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA - None**

**IX. INTRODUCTION OF ORDINANCES - None**

**X. PASSAGE OF ORDINANCES - None**

**XI. CONSENT AGENDA**

TREASURER PIZZO MOVED THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

TRUSTEE DOBIE SUPPORTED THE MOTION.

ROLL CALL:

AYES: SUPERVISOR FLETCHER, TRUSTEE HICKS, TREASURER PIZZO, TRUSTEE DOBIE, AND CLERK CLARK

NAYS:

ABSENT: TRUSTEES CUNNINGHAM AND POMA

MOTION PASSED 5 TO 0.

**1. Bills & Financial Transactions - \$21,442,604.00**

TREASURER PIZZO MOVED THAT THE BILLS & FINANCIAL TRANSACTIONS BE APPROVED IN THE AMOUNT OF \$21,442,604.00.

Bond/Debt Payments	\$	
Investments	\$	
Payroll & Related	\$	306,140.46
Refunds	\$	15,945.32
Tax Distributions	\$	20,568,785.08
Vendor Claims	\$	551,733.14

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 7-0.

**2. Minutes – September 10, 2012 Committee of the Whole Meeting and September 17, 2012 Regular Board Meeting Minutes**

TREASURER PIZZO MOVED THAT THE SEPTEMBER 10, 2012 COMMITTEE OF THE WHOLE MEETING MINUTES AND THE SEPTEMBER 17, 2012 REGULAR BOARD MEETING MINUTES BE APPROVED AS PRESENTED.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 5-0.

- 3. Proposed 2013 Holiday Schedule** – The Manager's Office recommends the Township Board approve the proposed 2013 Holiday Schedule.

TREASURER PIZZO MOVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELTA APPROVE THE PROPOSED 2013 HOLIDAY SCHEDULE.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 5-0.

New Year's Day 1/1/13 – Tuesday  
Martin Luther King Day 1/21/13 – Monday  
Good Friday 3/29/13 – Friday  
Memorial Day 5/27/13 – Monday  
Independence Day 7/4/13 – Thursday  
Independence Day Extended 7/5/13 – Friday  
Labor Day 9/2/13 – Monday  
Thanksgiving Day 11/28/13 – Thursday  
Thanksgiving Day Extended 11/29/13 – Friday  
Christmas Eve 12/24/13 – Tuesday  
Christmas Day 12/25/13 – Wednesday

**XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION** – None

**XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA** - None

**XIV. ITEMS OF BUSINESS**

- 4. Set Public Hearing to approve the Proposed 2013-2017 Parks and Recreation Master Plan** – The Parks, Recreation, and Cemeteries Department recommends that the Township Board set a public hearing for October 15, 2012 to consider a resolution to approve the 2012-2017 Parks and Recreation Master Plan.

TRUSTEE DOBIE MOVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELTA SET A PUBLIC HEARING FOR OCTOBER 15, 2012, TO CONSIDER A RESOLUTION APPROVING THE 2012-2017 PARKS AND RECREATION MASTER PLAN; AND FURTHER THAT THE TOWNSHIP CLERK SHALL ADVERTISE SAID PUBLIC HEARING.

TRUSTEE HICKS SUPPORTED THE MOTION. MOTION PASSED 5-0.

- 5. Set a Public Hearing for Proposed FY 2013 Budget** - The Township Manager and Finance Director recommend that the Township Board set a public hearing to consider the proposed 2013 Budget for the Charter Township of Delta.

TREASURER PIZZO MOVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELTA SET A PUBLIC HEARING ON THE FY 2013 BUDGET FOR MONDAY, OCTOBER 15, 2012, IN PUBLIC MEETING ROOM A OF THE ADMINISTRATION BUILDING, AT 6:00 P.M., AND FURTHER THAT THE TOWNSHIP CLERK BE DIRECTED TO ADVERTISE SUCH NOTICE OF PUBLIC HEARING.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 5-0.

#### **XV. MANAGER'S REPORT**

Mr. Watkins reported that Delta had received the final Market Study for Saginaw Highway and were in the process of posting the study on the Township website. A presentation would be given to the Board at a future meeting. The Township received \$43,700 back from the Eaton County Road Commission for the Canal and Willow road projects. Michigan Avenue should be completed and opened by the end of the week. Mr. Watkins would be attending the ICMA conference next week.

#### **XVI. COMMITTEE OF THE WHOLE**

##### **6. Utilities Department Quarterly Report – Tom Morrissey**

Utilities Director Tom Morrissey provided the Board with the following report:

Due to the unusually warm summer, water sales were higher than expected. With the additional revenue, more end units were purchased. The Utilities Department filled 3 openings in the last 6 months. One of the positions was filled with an ASC Certified Mechanic that would maintain Township vehicles. At the present time, the Parks and Fire Departments monitored their buildings through phone line services. As a cost saving measure, those buildings would be incorporated with the Township's SCATA system resulting in a savings of approximately \$6,500 a year. As of today, 6,500 end units have been installed with a completion date of 2013. Several other communities have inquired about the Township's end unit system and were impressed with the efficiency of the system. The Township can read 6,500 units in less than one minute and once the entire system was installed, meter reading would take approximately two minutes. Mr. Morrissey has been invited by Sensus Metering to work with their development team on future products that will work with the Township's end units.

Two Chevy Volts were placed in service December 1, 2011. As of September 21, 2012, the Township Volt has put on 4,336 miles and used 13.6 gallons of fuel for an average of 319 mpg. Combined Volt usage was 10,213 miles, 28.9 gallons of fuel used for an average of 353 mpg.

Treasurer Pizzo questioned what would follow the electronic meter reading once the entire system was in place.

Mr. Morrissey said a valve would be installed on the front side of meters that experienced frequent turnoff due to non-payment that would enable the meter to be shut off remotely instead of manually. Mr. Morrissey stated that his department was also researching end units that would measure flow of water within the system so that data could be used to show lost revenue.

**7. 2013 Proposed Budget Discussion, Jeff Anderson**

Finance Director Jeff Anderson stated that there was a \$70,000 surplus in the General Fund which included a 1% pay increase for non-union and union employees, as well as placed the Township's health insurance at the hard-cap. The budget provided increased funding for road resurfacing from \$90,000 to \$100,000, as well as funding for pathways and sidewalks. The budget adhered to the Township's policy of six months operating funds unassigned in the General Fund which projected out to be 8.5 months. The current year projected to have budgeted expenditures over revenue due to the Township's pre-payment of drain assessments. However, funds were put aside in assigned fund balance at the end of 2011 which resulted in an increase in the Township's assigned fund balance projections based on the 2013 budget.

Supervisor Fletcher asked Board members if they had any questions regarding the proposed 1% increase for employees or whether Board members would prefer something different.

Mr. Anderson stated that he had projected figures by using a detailed schedule which resulted in approximately \$45,000 less than what he had originally projected.

Clerk Clark questioned whether union employees would receive the same or different increase as per their contract versus non-union employees.

Mr. Watkins said there were years when union employees received pay increases when non-union employees received nothing and vice versa, but it usually balanced out over the years.

Mr. Anderson noted that a few years ago, he had researched this matter over an eight year period and found that the Township was within ½ percent over that eight year period.

Supervisor Fletcher questioned whether employees would have to pay any additional amount for their health care next year or whether the Township was completely under the hard cap.

Mr. Anderson stated that he wouldn't know until mid or late November. He indicated that preliminary figures received from the Township's current carrier BCBS weren't very promising and that the Township had asked their consultant to research other insurance carriers, as well as BCBS, in an attempt to find a plan that was similar to what the Township currently had. Mr. Anderson stated that when he received preliminary figures, the Employee Benefit Committee would meet and make a recommendation for the Board's consideration. He indicated that there were many unknowns at this time and that the possibility existed that employees may have to pay more for health care.

Clerk Clark stated that if the Board approved the budget with a \$70,000 surplus and health care costs came in to where employees would have to pay more than they were paying at the present time; she questioned whether the Board could vote to extend a set amount of money per employee towards their health care.

Mr. Anderson felt the only option the Board would have was to opt out of the hard cap with a 2/3 vote.

Clerk Clark noted that if the Board provided a set amount of money and not a percentage to each employee for however they wanted to use it, she questioned whether that would still influence what the Township was spending for the hard cap.

Mr. Watkins felt the Board would have to wait until the initial figures were received and whether any adjustments would have to be made.

Mr. Anderson felt it was a non-budget issue because the budget was set at the hard cap. He said unless the Board decided to opt out, the numbers would not change. He said there was a possibility that the numbers could go down, but if the Board was going to do what they did last year, the budget was set at that number.

Supervisor Fletcher felt it was a budget question because if the employees could possibly end up paying more for their health insurance, he would rather budget a 2% wage increase as opposed to a 1%.

Mr. Watkins felt the Board could adopt the budget as proposed and make budget adjustments.

Treasurer Pizzo pointed out that legislation was pending on personal property revenue tax law and that it may be beneficial for the Board to wait until they had all the facts before changing the salary proposal.

Mr. Anderson felt the proposal was to eliminate personal property valued at less than \$40,000 and that Delta's number would be \$50,000.

The budget would be further discussed at the Board's October 8<sup>th</sup> Committee of the Whole meeting.

**8. Vending Ordinance & Fee Schedule Amendments, Mary Clark & Mark Graham**

Community Development Director Mark Graham said during the Board's fireworks discussions last month; various issues were identified with the Vending Ordinance. He noted that several of the issues were minor adjustments to the Vending Ordinance, but there were three issues identified that were major changes. The first issue was that the Township use a photo identification process that vendors would wear in the field, the second issue was to make a copy of the vendor's driver's license, and the third issue was that the fee schedule be changed to account for vending activities that needed background checks for six or more employees.

Clerk Clark noted that staff had recommended that the terminology "license fee requirements" be changed to "application fee requirements". It was felt that "license fee requirements" implied that the applicant was guaranteed a license. The other issue was that the ordinance currently stipulated that "categories" of persons such as interstate commerce, political groups, and veterans, be exempt from licensing fees. Staff had recommended that non-profit organizations be included as exempt from the application fee, but that they may be subject to other fees such as background checks so that Delta tax payers were not paying agencies outside of the community.

Mr. Watkins felt an area of the Vending Ordinance that warranted additional discussion was the exemption of 18 years of age and younger. He felt the ordinance should address the type of vending activity rather than the age of an individual.

Trustee Hicks agreed with Mr. Watkins that the type of vending should be regulated rather than the age of individuals. Mr. Hicks noted that he didn't see any where else in the ordinance other than in Section 42-2 where the onus was placed on the Clerk's Office to determine whether or not an activity was in compliance with the ordinance. He recommended that the Township's Code Enforcement Officer be responsible for code compliance. He also recommended that the sentence "The Township may use any means necessary to recover the cost of the cleanup and/or repair from the property owner" be amended using more suitable language such as "lawful means" or "pursue other means". Trustee Hicks questioned whether exempt individuals would still be subject to a background check.

Clerk Clark noted that background checks couldn't be conducted on minors, but they were done on non-profit agencies. She indicated that the Township incurred the costs for background checks which was why the issue came up as to whether

it was in the best interest of the Township to exempt non-profit groups that were from outside of the community.

Trustee Hicks questioned whether cleanup of properties was a trash issue or an alteration to the property. He felt allowing 14 days to clean up trash on a property was too long and that a shorter time period should be imposed.

Mr. Graham said he would make changes to the ordinance as per the Board's comments this evening.

**XVII PUBLIC COMMENTS – None**

**XVIII ADJOURNMENT**

Supervisor Fletcher adjourned the meeting at 6:43 p.m.

**CHARTER TOWNSHIP OF DELTA**

MARY CLARK, TOWNSHIP CLERK

KENNETH FLETCHER, TOWNSHIP SUPERVISOR

/as

M:\Regular Board Meeting\BD\MIN\October 1, 2012

Minutes Approved: October 15, 2012